

Open a Case (Attorney)

Opening a Case is the starting point of putting a bankruptcy case on the ECF system. During this process you will enter the necessary information regarding the debtor and some basic statistical information. The following instruction will guide you through the Electronic Case Filing (ECF) system for opening a bankruptcy case.

Step 1 Click on the [Bankruptcy Events](#) hypertext link.

Step 2 Click on the [Open a Case](#) hypertext link.

Step 3 The **Case Data** screen will appear. (See **Figure 1**)

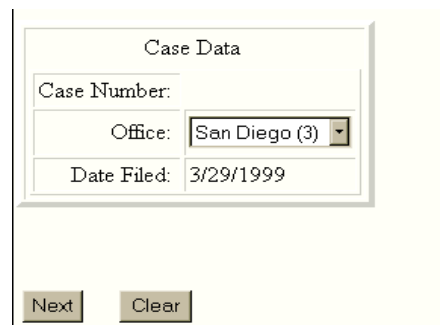
The screenshot shows a web form titled "Case Data". It contains three input fields: "Case Number:" (empty), "Office:" (a dropdown menu showing "San Diego (3)"), and "Date Filed:" (a text field containing "3/29/1999"). At the bottom of the form are two buttons: "Next" and "Clear".

Figure 1

- ◆ The San Diego Office code (3) is a default field.
- ◆ Click on the [Next] button to continue.

Step 4 The **Information Regarding Debtor** screen will appear. (See **Figure 2**) Enter the debtor(s) information from the petition cover sheet.

The screenshot shows a web form titled "Case Data" with a sub-section "INFORMATION REGARDING DEBTOR". At the top, it displays "Case Number: Office: 3 Date Filed: 3/29/1999". Below this, there are two main sections. The left section is titled "Type of Debtor" and contains a grid of checkboxes: Individual, Corporation, Partnership, Other, Railroad, Stockbroker, and Commodity Broker. The right section contains several dropdown menus: "Joint Petition:" (set to "n"), "Chapter:" (set to "7"), "Fee Status:" (set to "cc"), "Nature of Debt:" (set to "consumer"), "Voluntary:" (set to "voluntary"), and "Exempted:" (empty). At the bottom are "Next" and "Clear" buttons.

Figure 2

- ◆ Select the **Type of Debtor** by clicking inside the appropriate box.
- ◆ Click on the ▼ arrow to the right of **Joint Petition** field and select **y** (yes), if applicable.
- ◆ Select the appropriate chapter (i.e, 7, 13).
- ◆ The **Fee Status** field will default to **(cc)** for credit card. If the fees are being paid in installments, click on the ▼ arrow to the right of Fee Status field and select **(i)** for installments.
- ◆ The **Nature of Debt** field will default to consumer. If the debtor is a business, click on the ▼ arrow to the right of the nature of debt and select (business).
- ◆ Click on [**Next**] button to continue.

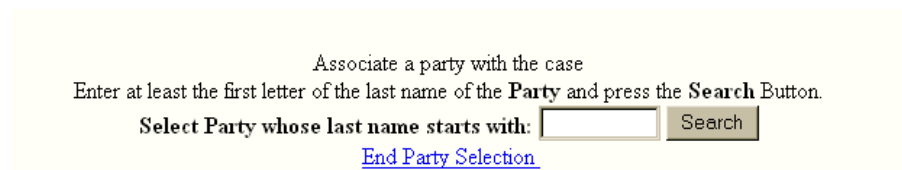
Step 5 The **Statistical/Administration Information** screen will appear. (See Figure 3)

The screenshot shows a web form titled 'Case Data'. At the top, there are three input fields: 'Case Number:' with the value 'Office 3', and 'Date Filed' with the value '3/29/1999'. Below this is a section header 'STATISTICAL/ADMINISTRATION INFORMATION'. Under this header, there are four rows of input fields: 'Asset Notice:' with a dropdown menu showing 'No', 'Estimated Number of Creditors:' with a dropdown menu showing '1 (1-15)', 'Estimated Assets:' with a text box containing '1 (\$0-\$50,000)', and 'Estimated Debts:' with a text box containing '1 (\$0-\$50,000)'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 3

- ◆ The **Asset Notice** field will default to *No* for chapter 7's. If the case is a Chapter 13, select **y** (yes).
- ◆ The **Estimated Number of Creditors** field defaults to 1, click inside the box to modify, if applicable.
- ◆ The **Estimated Assets** field defaults to 1, click inside the box to modify, if applicable.
- ◆ The **Estimated Debts** field defaults to 1, click inside the box to modify, if applicable.
- ◆ Click on the [**Next**] button to continue.

Step 6 The **Add Party** screen will appear. (See **Figure 4**)



Associate a party with the case

Enter at least the first letter of the last name of the **Party** and press the **Search** Button.

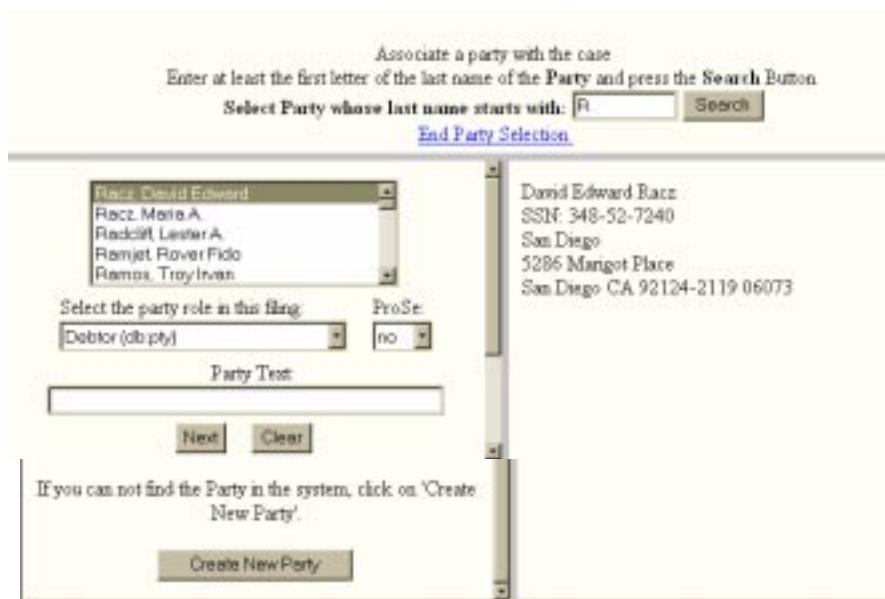
Select Party whose last name starts with:

[End Party Selection](#)

Figure 4

- Enter at least the first letter of the last name of Party and click on the [**Search**] button. (See **Figure 4**)
- If the party you're searching for appears, click on it. The debtor's address will appear to the right, verify SSN and address. (See **Figure 5**) Verify that the **party role** is *Debtor (db:pty)*. Click on the [**Next**] button and proceed to **Step 6d**.
- If you can not find the Party in the system, click on the [**Create New Party**] button and proceed to **Step 7**.

*Note: If the [**Create New Party**] button does not show, use your scroll bar to the right to advance screen.*



Associate a party with the case

Enter at least the first letter of the last name of the **Party** and press the **Search** Button.

Select Party whose last name starts with:

[End Party Selection](#)

Racz, David Edward
Racz, Maria A.
Radcliff, Lester A.
Ramjet, Rover Fido
Ramon, Troy Ivan

Select the party role in this filing: ProSe:

Party Test:

If you can not find the Party in the system, click on 'Create New Party'.

David Edward Racz
SSN: 348-52-7240
San Diego
5286 Marigot Place
San Diego CA 92124-2119 06073

Figure 5

- d. The **Modify Address** screen will appear. (See **Figure 6**)

David Edward Racz(SSN# 348-52-7240)

Office	<input type="text" value="San Diego"/>		
Address 1	<input type="text" value="5286 Marigot Place"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="San Diego"/>	State	<input type="text" value="CA"/>
Zip	<input type="text" value="92124-2119"/>	Country	<input type="text"/>
Phone	<input type="text"/>		

Figure 6

- ◆ This screen will appear every time you select a debtor that has previously filed a petition.
- ◆ If the address is incorrect, click inside necessary fields to make corrections.
- ◆ Click on the [**Submit**] button to continue, then proceed to **Step 9**.

Step 7 The **New Person Information** screen will appear. (See **Figure 7**)

New Person Information

Last Name	<input type="text"/>	Role	<input type="text" value="Debtor (db:pty)"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip	<input type="text"/>	Country	<input type="text"/>
County	<input type="text" value="San Diego"/>	Phone	<input type="text"/>

ProSe Party Test

Figure 7

- ◆ Click inside the **Last Name** field to type in the debtors last name. Use your tab key to advance to the next field(s).
- ◆ Select the appropriate Role (i.e., db:pty).
- ◆ Enter the debtors First Name.
- ◆ If applicable, enter the debtors Middle Name, Generation and Title.

- ◆ Enter the debtors social security number and/or Tax Id Number, if applicable.
- ◆ Enter the debtors Mailing Address.
- ◆ Select the appropriate County.
- ◆ Click on the [**Submit**] button to continue.

Step 8 Press the [**Continue**] button to proceed with the processing of selected debtor.

Step 9 The **Create Alias** screen will appear. (See **Figure 8**)

Create an alias for Tuesday Smith
Enter at least the first letter of the last name of the Alias and press the Search Button.
Select Alias whose last name starts with:
[End Alias Selection](#)

Figure 8

- ◆ If the debtor has no alias listed, click on the [End Alias Selection](#) hypertext link. If joint petition, repeat **Step 6 - 9** (as applicable), then proceed to **Step 12**.
- ◆ Enter at least the first letter of the last name of the Alias and click on the [**Search**] button.
- ◆ If the Alias appears, click on it. Click on the appropriate alias type, then click on the [**Submit**] button to continue. Repeat until all aliases have been added, then click on [End Alias Selection](#) hypertext link and continue to **Step 12**.
- ◆ If you cannot find the Alias in the system, click on the [**Create New Alias**] button. (See **Figure 9**)

Create an alias for Tuesday Smith
Enter at least the first letter of the last name of the Alias and press the Search Button.
Select Alias whose last name starts with:
[End Alias Selection](#)
FOMC Mortgage Company
FMC
FOSTER, KIMBERLY ANN
FOSTER, KIMBERLY ANN
FT Mortgage Companies
Select the alias type:

If you cannot find the Alias in the system, click on "Create New Alias"

Figure 9

Step 10 The **New Alias Information** screen will appear. (See **Figure 10**)

A screenshot of a web form titled "New Alias Information". The form contains several input fields: "Last Name" (a long text box), "First Name" (a text box), "Middle Name" (a text box), "Generation" (a small text box), and "Role" (a dropdown menu currently showing "Also Known As (aka)"). At the bottom of the form are two buttons: "Submit" and "Clear".

Figure 10

- ◆ Enter debtor's alias in the field(s) provided.
- ◆ The default for the Role of debtor's alias is aka (Also Know As). Click on the ▼ arrow to select the appropriate Role. (Doing Business As (dba), Formerly Doing Business As (fdba), Formerly Know As (fka), then click on the [**Submit**] button to continue.
- ◆ Click on the [**Continue**] button to continue processing the added alias.
- ◆ Repeat **Step 9** and **10** until all alias' have been added.
- ◆ Click on the [End Alias Selection](#) hypertext link to continue.

Step 11 If applicable, add the joint debtor to the system by repeating **Steps 6 - 10**.

Step 12 The case number will appear stating the case has been opened. To docket the Voluntary Petition, click on the [Docket Lead Event?](#) (See **Figure 11**)

Case Number 99-30165 has been opened.

[Docket Lead Event?](#)

Figure 11

**TO CONTINUE, FOLLOW JOB AID FOR VOLUNTARY PETITION.
Beginning with Step 3.**